

# State of Vermont

Dept of Buildings & General Svcs  
Purchasing & Contract Admin  
1078 US Rte 2 - Middlesex  
Montpelier VT 05633-7601  
United States

## CONTRACT



**Vendor ID 0000271249**  
**Ouellette & Associates Consulting Inc**  
**40 S River Rd #66**  
**Bedford NH 03110**  
**United States**

<b>Contract ID</b> 0000000000000000000012456		<b>Page</b> 1 of 2
<b>Contract Dates</b> 11/12/2007 to 11/30/2009	<b>Origin</b> CP	
<b>Description:</b> COMPUTER RELATED TRAINING	<b>Contract Maximum</b> \$999,999,999.00	
<b>Buyer Name</b> McIntyre, John	<b>Buyer Phone</b>	<b>Contract Status</b> Approved

**Phone #: 603/623-4052**

Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
1	8733	COMPUTER RELATED TRAINING	EA	0.00001	0.00	0.00

CONTRACTOR OFFERS A SERIES OF IT-SPECIFIC PROFESSIONAL DEVELOPMENT 2 AND 3 DAY WORKSHOPS THAT INCLUDE: IT AS A SERVICE ORGANIZATION, CONSULTING SKILLS FOR THE IT PROFESSIONAL, STRENGTHENING THE IT/CLIENT RELATIONSHIP, MARKETING THE IT ORGANIZATION INTERNALLY, INTERNAL NEGOTIATING SKILLS FOR THE IT PROFESSIONAL, PRESENTATION SKILLS FOR THE IT PROFESSIONAL, IT MEETING MANAGEMENT, LEADING CHANGE ACROSS IT & THE ENTERPRISE, IT PROJECT MANAGEMENT: THE HUMAN SIDE OF THE EQUATION, THE POLITICS OF IT PROJECT MANAGEMENT AND BUSINESS REQUIREMENTS MANAGEMENT. ADDITIONAL DETAILS REGARDING THE CONTRACTOR'S WORKSHOPS MAY BE FOUND AT WWW.OUELETTE-ONLINE.COM OR BY CALLING 1-800-878-4551.

### WORKSHOP PRICING:

CONTRACTOR OFFERS A 10% OFF THE COST OF REGULARLY SCHEDULED PUBLIC WORKSHOPS.

CONTRACTOR WILL CONDUCT THEIR REGULAR WORKSHOPS AT A STATE FACILITY AT A COST OF \$1,195 PER STUDENT FOR A 2 DAY WORKSHOP OR \$1495 PER STUDENT AT A 3 DAY WORKSHOP. MINIMUM NUMBER STUDENTS REQUIRED IS 10 AND MAXIMUM NUMBER ALLOWED IS 20.

CONTRACTOR WILL CONDUCT SPECIAL ON-SITE WORKSHOPS AT \$11,000 FOR A 2 DAY COURSE AND \$15,000 FOR A 3 DAY COURSE. INSTRUCTOR EXPENSES ARE EXTRA.

THE ABOVE PRICING IS GOOD THROUGH JULY 2009.

### CONTRACT TERMS AND ADDITIONAL INFORMATION

THIS CONTRACT IS WRITTEN IN ACCORDANCE WITH THE STATE'S REQUEST FOR PROPOSAL ENTITLED "COMPUTER RELATED TRAINING" DATED JUNE 22, 2007 AND CONTRACTOR'S RESPONSE DATED JULY 7, 2007.

THIS CONTRACT TO WRITTEN FOR A PERIOD OF TWO YEARS WITH THE OPTION TO RENEW FOR TWO ADDITIONAL ONE-YEAR PERIODS.

ATTACHMENT: PURCHASING AND CONTRACT ADMINISTRATION TERMS AND CONDITIONS DATED 01/01/2007 ARE ATTACHED AND INCORPORATED AS PART OF THIS CONTRACT.

QUANTITY: QUANTITIES ARE ESTIMATED ONLY BASED ON PRIOR USAGE AND MAY BE INCREASED OR DECREASED TO MEET ACTUAL REQUIREMENTS.

QUALITY: ALL PRODUCTS PROVIDED UNDER THESE AGREEMENTS WILL BE NEW AND UNUSED, UNLESS OTHERWISE STATED. FACTORY SECONDS OR REMANUFACTURED PRODUCTS WILL NOT BE ACCEPTED UNLESS SPECIFICALLY REQUESTED BY THE PURCHASING AGENCY. ALL PRODUCTS PROVIDED BY THE CONTRACTOR MUST MEET ALL FEDERAL, STATE AND LOCAL STANDARDS FOR QUALITY AND SAFETY REQUIREMENTS. PRODUCTS NOT MEETING THESE STANDARDS WILL BE DEEMED UNACCEPTABLE AND RETURNED TO THE CONTRACTOR FOR CREDIT AT NO CHARGE TO THE STATE.

METHOD OF ORDERING: PURCHASE ORDERS MUST BE USED TO ORDER ITEMS AVAILABLE UNDER THIS CONTRACT. IF VERBAL ORDERS ARE GIVEN A CONFIRMING PURCHASE ORDER MUST BE ISSUED.

CANCELLATION: THE STATE SPECIFICALLY RESERVES THE RIGHT TO CANCEL THE CONTRACT OR ANY PORTION THEREOF PROVIDING, IN THE OPINION OF ITS COMMISSIONER OF BUILDINGS AND GENERAL SERVICES, THE SERVICES OR MATERIALS SUPPLIED BY THE CONTRACTOR ARE NOT SATISFACTORY OR CONSISTENT WITH THE TERMS OF THE CONTRACT.

DELIVERY: ALL PRICING INCLUDES F.O.B. DELIVERY TO THE ORDERING FACILITY. NO REQUEST FOR EXTRA DELIVERY COST WILL BE HONORED. LIABILITY FOR PRODUCT DELIVERY REMAINS WITH THE CONTRACTOR UNTIL PROPERLY DELIVERED AND SIGNED FOR IN ACCORDANCE WITH THE DIVISION OF PURCHASING AND CONTRACT ADMINISTRATIONS TERMS AND CONDITIONS. SHIPMENTS SHALL BE SECURELY AND PROPERLY PACKED, ACCORDING TO ACCEPTED COMMERCIAL PRACTICE. DELIVERIES, WHICH DO NOT CONFORM TO THE SPECIFICATIONS OR ARE NOT IN GOOD CONDITION UPON RECEIPT, SHALL BE REPLACED PROMPTLY BY THE CONTRACTOR.

INVOICING: ALL INVOICES ARE TO BE RENDERED BY THE CONTRACTOR IN DUPLICATE ON THE VENDOR'S STANDARD BILLHEAD

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AND FORWARDED DIRECTLY TO THE INSTITUTION OR AGENCY ORDERING MATERIALS OR SERVICES.

DEFAULT: IN CASE OF DEFAULT OF THE CONTRACTOR, THE STATE MAY PROCURE THE MATERIALS OR SUPPLIES FROM OTHER SOURCES AND HOLD THE CONTRACTOR RESPONSIBLE FOR ANY EXCESS COST OCCASIONED THEREBY, PROVIDED, THAT IF PUBLIC NECESSITY REQUIRES THE USE OF MATERIALS OR SUPPLIES NOT CONFORMING TO THE SPECIFICATIONS THEY MAY BE ACCEPTED AND PAYMENT THEREFORE SHALL BE MADE AT A PROPER REDUCTION IN PRICE.

AGENCIES & DEPARTMENTS ARE REQUESTED TO ADVISE THE PURCHASING AGENT AT ONCE OF THE FAILURE ON THE PART OF THE CONTRACTOR TO FULFILL ANY OF THE TERMS OR CONDITIONS OF THIS CONTRACT.

PLEASE REFER TO THE ASSIGNED CONTRACT NUMBER/PURCHASE ORDER # ON ALL CORRESPONDENCE, DELIVERY DOCUMENTS AND INVOICES.

CUSTOMER SATISFACTION SURVEY: TO HELP US UNDERSTAND HOW WE CAN BETTER SERVE YOU, WE ARE INTERESTED IN RECEIVING YOUR COMMENTS REGARDING THE QUALITY OF SERVICE YOU RECEIVED IN YOUR MOST RECENT INTERACTION WITH THE DEPARTMENT OF BUILDINGS & GENERAL SERVICES (BGS). PLEASE COMPLETE THE ON-LINE CUSTOMER COMMENT FORM AT:  
[http://www.bgs.state.vt.us/forms/bgs\\_surveys/index.php?type=customer&action=customer](http://www.bgs.state.vt.us/forms/bgs_surveys/index.php?type=customer&action=customer)

IF YOU HAVE ANY QUESTIONS REGARDING THIS DOCUMENT PLEASE CONTACT:

JOHN MCINTYRE  
PURCHASING AGENT  
802-828-2210  
FAX 802-828-2222  
[john.mcintyre@state.vt.us](mailto:john.mcintyre@state.vt.us)

### WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT

By the STATE of VERMONT

By the CONTRACTOR

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Fed ID or SSN: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_